

Office 2016 For Dummies, Book + Online Videos Bundle (For Dummies (Computer/Tech))

By Wallace Wang

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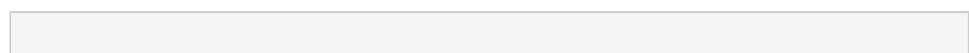
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Office 2016 For Dummies Book + Videos Bundle offers the instruction you need to create interesting and informative documents. From the exploration of new features to the review of fundamental functions, this bundle prepares you to use the five main Microsoft Office applications: Word, Excel, PowerPoint, Outlook, and Access. With two and a half hours of step-by-step video instruction and over 400 pages of content, this bundle is the ideal companion to help you leverage the latest Office applications!

Microsoft Office is the world's leading suite of productivity software. With 1.1 billion users around the world, which translates into over 90% market share in the Windows-based productivity software segment, Microsoft Office is an essential tool in the professional world. Taking advantage of the latest application features can help you bring a bit of excitement to your life—or at least to your workday.

- Explore the best new features of Microsoft Office 2016
- Improve your productivity by easily navigating your way around the Office suite—and deftly performing tasks in each of its applications
- Impress your boss with documents that look clean and polished by adding color, pictures, sound, and more
- Enjoy the different learning environments provided by the text and the videos accessed online

Office 2016 For Dummies Book + Videos Bundle is a must-read for anyone who uses the Microsoft Office suite—and who wants to spice things up at the office by breathing new life into their deliverables.



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Editorial Review

From the Back Cover

Inside:

- Bestselling Office 2016 For Dummies
- 140 how-to videos covering Microsoft Office 2016 tasks

Create polished documents, informative spreadsheets, and knockout presentations—now!

Microsoft Office is the industry standard for office productivity suites, and now it has new bells and whistles. This friendly guide walks you through the 2016 versions of Word, Excel, PowerPoint, Access, and Outlook, showing you what's new and how to make the most of every feature. Even if you're completely new to Office, you'll get up to speed in no time!

- **Get it write** — create and format Word documents, check spelling and grammar, and design attractive pages with tables and WordArt
- **The numbers game** — store data in an Excel® spreadsheet, use formulas and functions, analyze data, and display it in charts
- **Powerful presentations** — set up a PowerPoint® presentation with eye-catching graphics, add audio and video, and build a custom slide show
- **Get organized** — manage your email, calendars, contacts, and tasks with Outlook®
- **Master the database** — design databases with Access® to organize and store important information, learn to search and query them, and create reports

Features 140 step-by-step videos covering the most common Office 2016 tasks. Activate your access code today!

Learn to:

- Express yourself with Word and crunch numbers with Excel
- Organize your days with Outlook and make the most of your databases with Access
- Expertly present your point with PowerPoint

Open the package and find:

- A copy of *Microsoft Office 2016 For Dummies*, the book that's helped millions of Office users
- An access code to 140 videos sharing step-by-step training on core Office 2016 functions
- Expert tips and how-tos on making Office easier to use
- Pointers on using PowerPoint themes, adding graphics, and inserting hyperlinks
- Steps for managing email and keeping your Outlook calendar up to date
- What you can do with formulas and data using Excel
- The most accessible guidance around on Access

About the Author

Wally Wang is the author of the best-selling *Steal This Computer Book* (No Starch Press) now in its second

edition, Visual Basic For Dummies, Microsoft Office For Dummies and Programming For Dummies. When not writing computer books, he writes a monthly column, covering encryption, computer security, viruses, and password stealing, for Boardwatch magazine (<http://www.boardwatch.com>). He also co-authored the forthcoming Breaking Into Acting For Dummies with Hollywood Producer, Larry Garrison, scheduled for publication in the next month. Wally has been performing stand-up comedy since 1990, appearing on A&E's Evening at the Improv as well as performing regularly in comedy clubs in Las Vegas since 1997.

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